



CITY OF HAYWARD

AGENDA REPORT

AGENDA DATE 05/13/03
AGENDA ITEM 3
WORK SESSION ITEM _____

TO: Mayor and City Council
FROM: City Clerk
SUBJECT: Revisions to the Retention Schedule

RECOMMENDATION:

It is recommended that the City Council adopt the attached resolution concerning revisions to the Records Retention Schedule.

BACKGROUND:

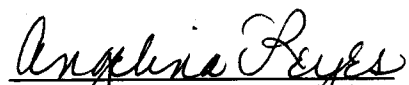
The City's Records Retention Program was adopted by Resolution 93-071 to provide regulations and guidelines for the efficient operation of the City's records management program. Its main purpose is to ensure that all City records are maintained in accordance with federal, state and local codes and statutes as well as meet contractual obligations. The program has worked well and has assured that no record is destroyed prematurely. The program also enabled the use of an off-site secured storage facility to store inactive records.

Generally, the revisions to the schedule can be grouped in two major categories, organizational changes and updates from new laws. The revised schedule includes organizational changes that have occurred in the City since 1993. It also includes new law updates and conforms to the Local Government Retention Schedule Guidelines, a 1999 statute. Overall, hard copies of records are retained for a minimum of two years. Although hard copies are purged, electronic versions remain indefinitely for historical reasons.

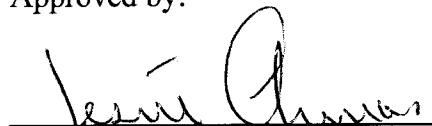
At the end of 1997, the City implemented a document imaging system that has benefited in the retrieval and access of the City's records as well as the archiving of older fragile records. Thousands of records have been scanned including over fifty years of City Council minutes and related documents. Currently there are two years of Council materials that are accessible to the public via the City's website. Several workstations are available with 'read-only' ability for research by multiple users and eliminate the duplication of records and files other than the originating department. This technology has enhanced the records management program and is another reason for the revisions to the retention schedule.

Due to the length of the document, it is available for review in the office of the City Clerk.

Recommended by:


Angelina Reyes, City Clerk

Approved by:


Jesús Armas, City Manager

DRAFT

HAYWARD CITY COUNCIL

RESOLUTION NO. _____

Introduced by Council Member _____

**RESOLUTION ADOPTING THE RECOMMENDED
REVISIONS TO THE RECORDS RETENTION PROGRAM
POLICY AND SCHEDULE**

WHEREAS, it is necessary for the efficient operation of the City to follow a procedure for the retention of certain vital City documents and other records in accordance with Federal and State regulations; and

WHEREAS, Resolution 93-071 established the City's Records Retention Program (Policy and Schedule) to manage and retain documents in a responsible, economic and timely manner; and

WHEREAS, Senate Bill 742 approved by the California State Government on September 7, 1999, required the Secretary of State to establish, publish, update, and maintain on a permanent basis guidelines for local government records retention (Government Code Section 12236); and

WHEREAS, these guidelines were used to evaluate the City's schedule.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Hayward hereby adopts the recommended revisions to the Records Retention Program (Policy and Schedule), a copy of which is on file in the office of the City Clerk.

IN COUNCIL, HAYWARD, CALIFORNIA _____, 2003

ADOPTED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS:

MAYOR:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ATTEST: _____
City Clerk of the City of Hayward

APPROVED AS TO FORM:

City Attorney of the City of Hayward